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11 June 1959

OFFICE OF PERSONNEL MEMORANDUM NO. 1-140-6

SUBJECT: Organization and Functions of the Office of Personnel

RECISSION: OPM 1-140-5 (1-59) dated 20 January 1959

The attached materials describe the organization and functions of the Office of Personnel and provide a directory to assist other Agency components in referring questions and problems to the proper unit within the Office of Personnel.

1. Attachment 1 is the organization chart for the Office of Personnel.
2. Attachment 2 contains the functional statements for the several Divisions within the Office of Personnel.
3. Attachment 3 lists key officials within the Office of Personnel.
4. Attachment 4 is a directory to assist callers in referring routine matters to the individual normally handling Office of Personnel responsibility for the subject at hand. If the individual listed is not available, there is ordinarily another person in the same office who will be able to deal with the question. Questions of a policy or precedent-making nature or matters of special sensitivity may be referred to the cognizant Division or Branch Chief or to the immediate office of the Director of Personnel.
5. Attachment 5 is a directory of the Clandestine Services Personnel Division to assist callers in referring matters to the individual normally handling the subject at hand.

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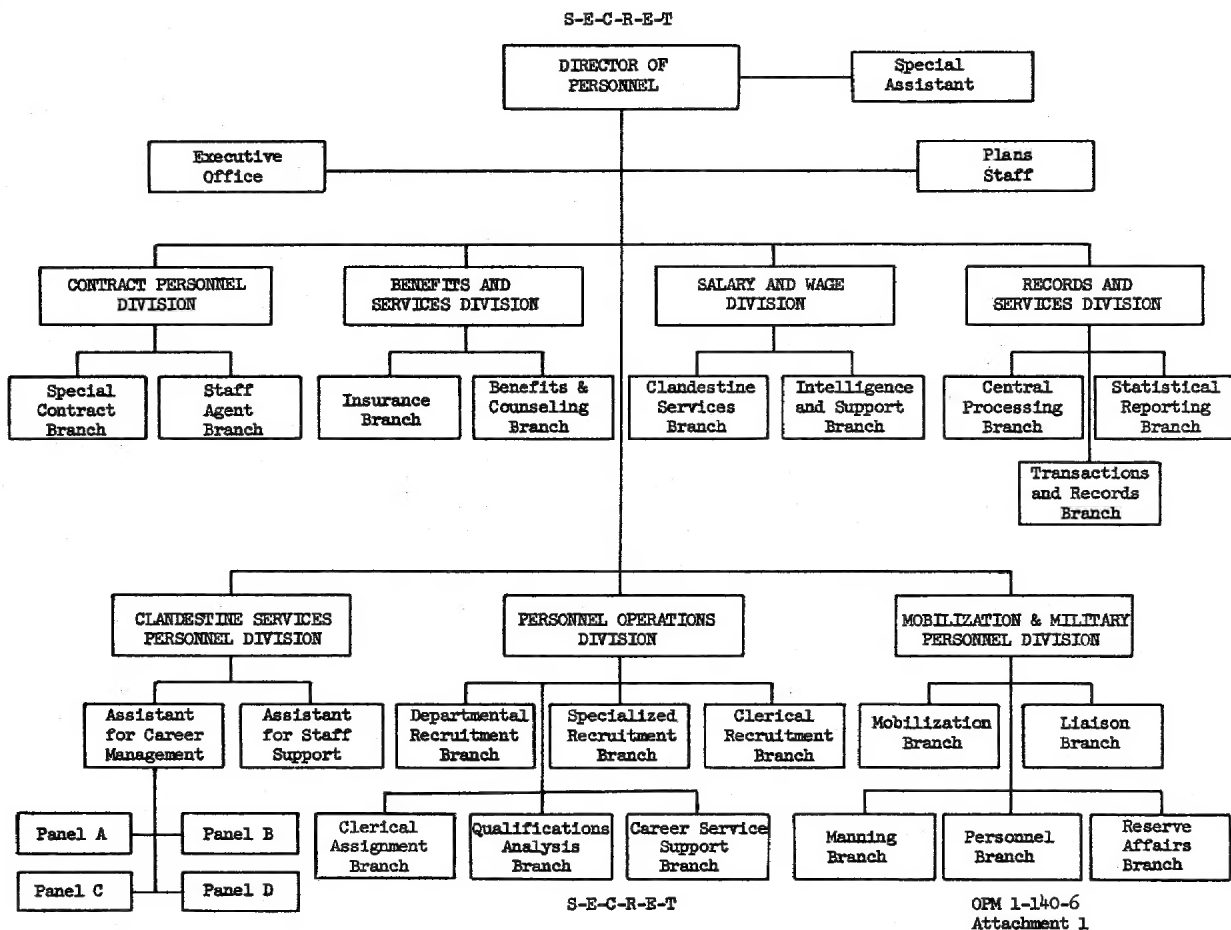
Gordon M. Stewart  
Director of Personnel

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OFFICE OF PERSONNEL

FUNCTIONAL STATEMENT

Director of Personnel

The Director of Personnel is responsible for the development and administration of an Agency-wide personnel program, including formulating and recommending policies, regulations, and standards which shall govern the administration of personnel throughout the Agency; advising and assisting administrative and operating officials on all matters of personnel administration; inspecting, reviewing and evaluating all phases of personnel management activity wherever performed in the Agency for compliance with policies, regulations and standards for adequacy of personnel programs at all levels of the Agency; representing the Agency on civilian and military personnel matters with other Government organizations; and conducting research in the field of personnel management as required in support of operational programs.

Special Assistant to the Director of Personnel

Responsible for representing the Director of Personnel in employee disciplinary and suitability cases, including all cases which may involve actions having an adverse effect on an employee's status or pay, such as separations, reductions in grade and suspensions. The Special Assistant provides staff support to the Director of Personnel in the development and administration of policies relating to such cases. He conducts liaison with other Agency officials on these matters and approves on behalf of the Director of Personnel personnel actions taken in connection with such cases. He also represents the Director of Personnel on the Medical-Security-Personnel Review Panel and the Overseas Evaluation Panel and provides staff support to such panels and serves as Executive Secretary to the Agency Disposition Board.

Plans Staff

Responsible for providing staff support to the Director of Personnel in the development of personnel policies and programs. The Staff coordinates and participates in the development of regulatory and procedural materials and conducts statistical studies and surveys. The Staff also provides staff support to the CIA Career Council and Honor Awards Board.

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FUNCTIONAL STATEMENT (Cont'd)

Contract Personnel Division

Responsible for recommending policy standards governing Agency contracts for personal services and certain other special contracts required in support of covert operations and for special allowances. This includes the preparation and execution of contracts and the review of field contracts submitted to Headquarters; the development of policies relating to Staff Agent personnel and the complete personnel processing of such personnel, including preparation of Letters of Appointment; the preparation of Letters of Authorization for military details; the preparation of special integree agreements; and the grant and review of all special allowances.

Personnel Operations Division

Responsible for the conduct of an overt and covert personnel procurement program to meet Agency-wide personnel needs and the administration of a comprehensive program for the assignment and development of Agency personnel, including initial selection and in-service assignments. The Division supports and assists the Agency's career service elements in the selection, assignment, rotation, development and utilization of personnel and provides centralized service in the analysis and codification of qualifications data for applicants and employees. The Division also provides an out-placement service for selected employees, conducts professional training courses in the field of personnel policies and procedures, and provides staff support to the CIA Selection Board.

Benefits and Services Division

Responsible for processing claims under the Federal Employees Compensation Act or the Central Intelligence Act resulting from illness, injury or death of Agency personnel; for providing a personnel counseling service and a program of employee services; for operating a comprehensive insurance program including life, health and accident, hospitalization and air travel policies; providing assistance in retirement matters; and for coordinating and monitoring required Agency actions in cases of personal emergencies or cases under the Missing Persons Act.

Records and Services Division

Responsible for processing official personnel actions and maintaining official records of Agency personnel; preparing appropriate correspondence with applicants and candidates in process; maintaining statistical records and preparing necessary statistical reports; operating a central processing service for personnel performing official travel, and monitoring the records management forms control activities for the Office of Personnel.

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FUNCTIONAL STATEMENT (Cont'd)

Salary and Wage Division

Responsible for providing an Agency-wide program of position classification and wage administration. This includes participating in the development of over-all personnel policies, procedures, standards, and regulations, allocating of Agency and NSC positions, developing classification standards and qualification requirements, and conducting wage administration activities governing all departmental and field positions.

Mobilization and Military Personnel Division

Responsible for the procurement, assignment, administration, and disposition of military personnel detailed to the Agency from the Department of Defense and for the development of plans and recommendations for the mobilization of manpower in the event of a national emergency, including the development of a civilian specialist reserve. This includes conducting necessary liaison with appropriate components of the Department of Defense and preparing and maintaining necessary records pertaining to military personnel.

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KEY OFFICIALS WITHIN THE OFFICE OF PERSONNEL

Director of Personnel

Gordon M. Stewart

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